

# **SCORECARD USER MANUAL**

## Table of Contents

<b>Chapter 1: Introduction</b>	<b>1</b>
<b>Chapter 2: Scorecard</b>	<b>2</b>
2.1 Scorecard	3
2.2 Additional Actions	3
2.2.1 <i>Delegate</i>	4
2.2.2 <i>Export/Import</i>	5
2.2.3 <i>View Log</i>	5

## Chapter 1: Introduction

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Supplier Management provides you with the tools required to enable effective and efficient collaboration with your buyer, right from your on-boarding to evaluating their performance. Supplier Management forms a central repository for all supplier related information letting you update scorecards and add comments.

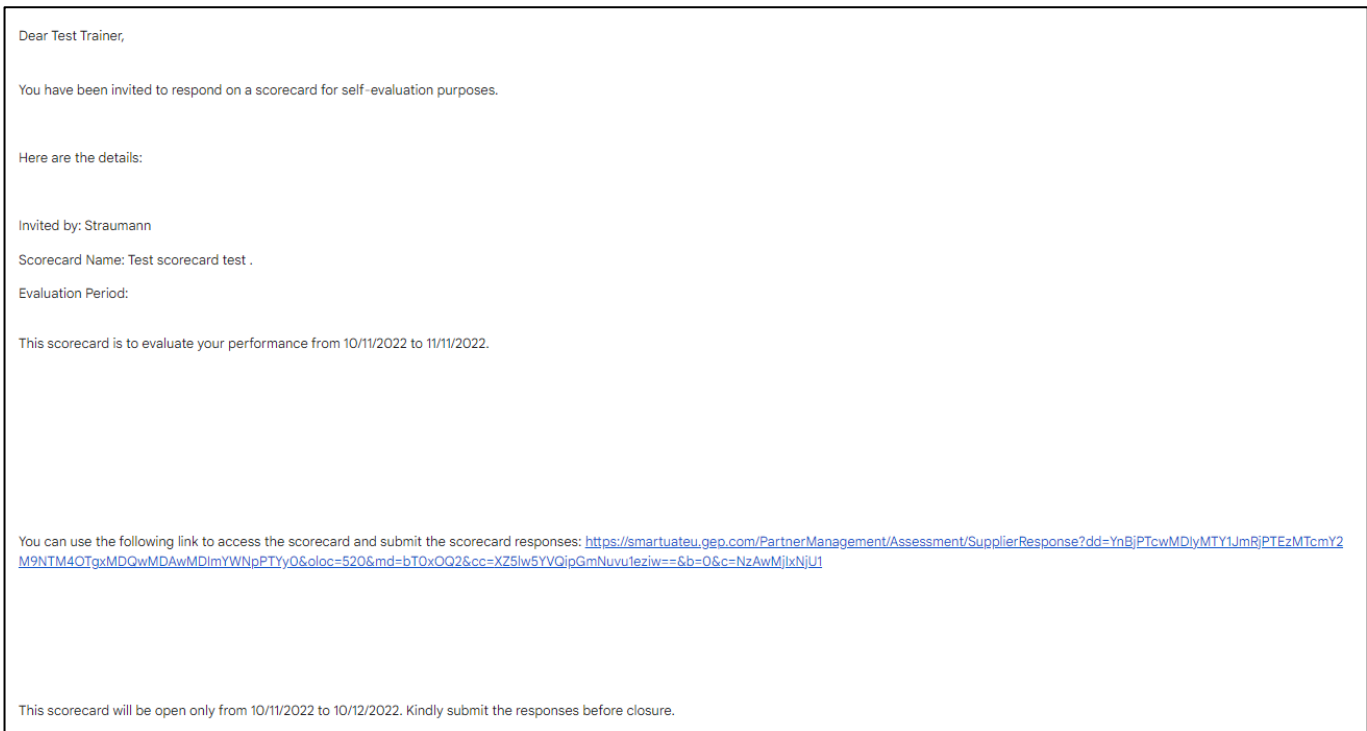
As a supplier, you can:

- View scorecards
- Self-evaluate
- Export/Import scorecards

## Chapter 2: Scorecard

You can provide your self-evaluation by filling the scorecard. This will help the buyer evaluate you on various dimensions that are important for the buyer organization. The scorecards have weights assigned that would help the buyer evaluate you at different levels.

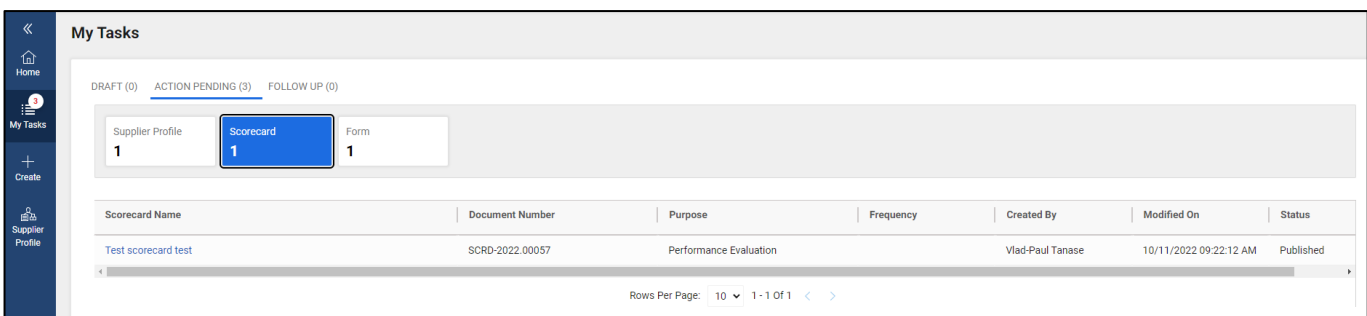
You will receive the below invitation email from the buyer to evaluate the response.



Click on **the link** to proceed with the evaluation.

**OR**

Log into SMART by GEP to view your pending activities under Task card type.



## 2.1 Scorecard

- 1) Click on the scorecard name to open the scorecard

- 2) Enter the values in the fields and then click **Submit All KPIS**. The response is submitted to the buyer.



*You cannot edit the responses once you submit them.*

**Note**

## 2.2 Additional Actions

Following are the additional functionality available for a scorecard:

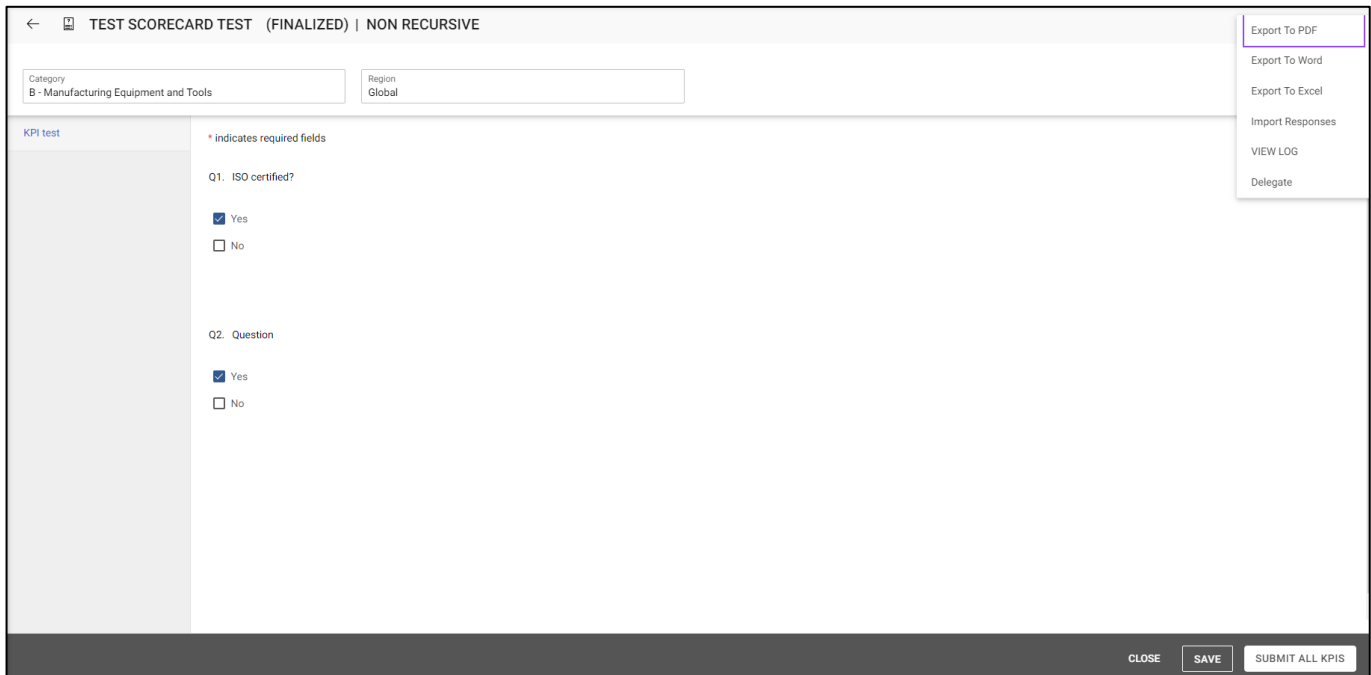
- [Export/Import](#)
- [View Log](#)

### 2.2.1 Delegate

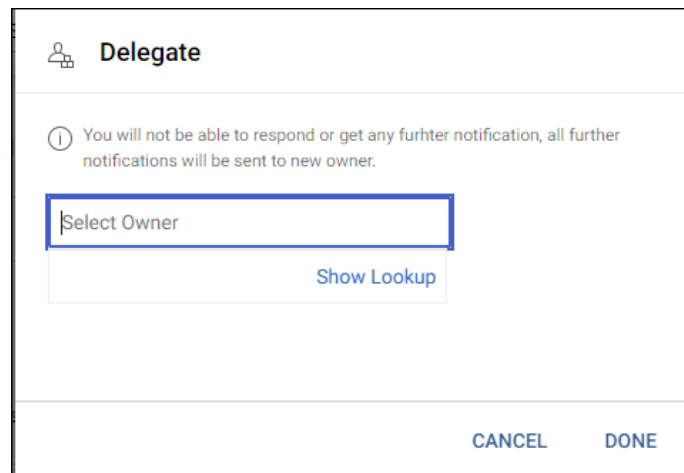
This feature facilitates you to delegate response submission to another contact person in your organization. On receiving an invitation, you can login into SMART by GEP and choose to change contact person at any point of time.

To delegate:

- 1) On the upper right corner, click the drop-down and the click **Delegate**.



- 2) The Change Owner pop-up is displayed. Select a desired contact from the Select User dropdown and then click **Done**. Change Owner will allow the contact person, to select one of the contact persons available in the SMART database.



- 3) Upon changing owner of the event, a notification is sent to newly added contact, for participation and the buyer is notified about new contact person.
- 4) The newly added contact person can now submit responses. All notification is sent to new contact person. If contact person is changed, the old contact person cannot access the response.

### 2.2.2 Export/Import

On the upper right corner, you can either click **Export to PDF**, **Export to Word**, **Export to Excel**, to export the responses or click **Import Responses** to import the responses.

Perform the following steps to Export/Import the responses:

- 1) From the Action menu click the required import/export option.
- 2) Select the responses you want to export/import and click **Done**.  
For export, the responses are exported in the Downloads folder of your system.

### 2.2.3 View Log

You can view the log of events performed on the scorecard using this option.

From the Action menu, click **View Log**. The following View Log pop-up. You can view the Status, Request For, Request Time and Complete Time for the scorecard.

VIEW LOG (4)			
Status	Request For	Request Time	Complete Time
> Complete	Export Scorecard Responses	10/11/2022 11:31:12 AM	10/11/2022 11:31:12 AM
> Complete	Export Scorecard Responses	10/11/2022 11:30:51 AM	10/11/2022 11:30:55 AM
> Error	Export Scorecard Responses	10/11/2022 11:30:46 AM	10/11/2022 11:30:54 AM
> Complete	Export Scorecard Responses	10/11/2022 11:30:40 AM	10/11/2022 11:30:53 AM
			CANCEL    DONE

## About SMART by GEP

GEP helps global enterprises operate more efficiently and effectively, gain competitive advantage, boost profitability, and maximize business and shareholder value.

Fresh thinking, innovative products, unrivaled domain and subject expertise, and smart, passionate people – this is how GEP creates and delivers unified business solutions of unprecedented scale, power and effectiveness.

With 14 offices and operations centers in Europe, Asia and the Americas, Clark, New Jersey-based GEP helps enterprises worldwide realize their strategic, operational and financial objectives.

Recently named Best Supplier at the EPIC Procurement Excellence Awards, GEP is frequently honored as an innovator and leading provider of source-to-pay procurement software by top industry and technology analysts, such as Forrester, Gartner, Spend Matters, Paystream and Ardent Partners. GEP also earns top honors in consulting and managed services from the industry's leading research firms, professional associations and journals, including Everest Group on its PEAK Matrices of Procurement Services Providers and Supply Chain Services Providers; NelsonHall on its NEAT Matrix of Global Procurement BPO Service Providers; HfS in its Blueprint Report on Procurement-as-a-Service; and ALM Intelligence in its Vanguard Reports on both Procurement Consulting and Supply Chain Consulting.

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